

SECRET

DPD-3074-59

7 May 1959

MEMORANDUM FOR: Acting Chief, DPD-DD/P

SUBJECT : Relocation of [] 25X1

1. This is to confirm our discussion in your office 6 May 1959 relative to assigning [] to assist in laying the ground work for the move of [] to the ZI. 25X1 25X1

25X1 2. As I stated to you, it is my feeling that the logistical preparations for the move should be conducted in two phases. The initial phase sending [] as soon as practicable would enable us to take advantage of his previous experience in connection with similar moves. Attached is an outline of a proposed procedure which carries through the two phases referred to, up to the actual movement of the detachment.

3. The first phase would be designed to provide a base for an orderly transition on a progressive basis up to the point of actual final deployment of the detachment. This first phase would concern itself with the accomplishment of items one through ten of the attached outline. Upon completion of the foregoing activity, [] would return to Headquarters. 25X1

4. Phase two would envisage ordering [] to aid in carrying out items eleven through fourteen of the attached outline and the final closing out of the detachment account. 25X1

5. When this branch has been informed as to the selected location of the detachment in the ZI, a determination will be made as to the type of cadre necessary to assure that proper facilities are available and maintained in readiness as well as providing for the receipt and storage of detachment property and equipment. 25X1

6. [] is prepared to proceed 12 May 1959 as a member of the group which you mentioned to me in our discussion.

SIGNED

25X1 []

Chief, Materiel Branch
DPD-DD/P

MB/DPD-DD/P:CFW:ms

Distribution: 10 - Addressee
1 - Addressee
1 - O/L SD
1 - MAT/DPD
1 - RI/DPD

25 YEAR
RE-REVIEW

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SECRET**OUTLINE OF FUNCTIONS PRIOR TO MOVE**

1. Inventory of all assets and completion of necessary adjustments.
2. Establish listing of 45 day spares (PAK) to move concurrently with aircraft to include preparation of PAK cards (AFForm 197), segregation and documentation of items and necessary packaging. (Requisitioning replacements if required.)
3. Prepare listing of critical items requiring concurrent movement, i.e., peculiar test equipment, aircraft spares, commo spares, office equipment, personal equipment and ground handling equipment.
4. Prepare listing of standard AF items to be turned in locally.
- 25X1 5. Prepare listing of KUBARK items to be turned in to the 25X1
6. Prepare listing of standard AF items that will be required to be in place at the new station. These items will be requisitioned by Headquarters with a deadline date for in place at new station. If this listing is extensive, it is recommended that an AFSD (Air Force Supply Directive) be prepared by HQ, USAF for procurement by AMC to insure availability upon arrival.
7. Prepare listing of KUBARK peculiar items required to be in place at new station. This listing to be forwarded to Headquarters for action to insure availability upon arrival at new station.
8. If sufficient time is available after completion of above listings, it is recommended that EAM (Electrical Accounting Machines) runs be made to develop listings and cards which can be used for requisitioning purposes by Headquarters to replace like items turned in at the present base. Also to serve as a listing of all equipment in possession of the unit.
9. It is recommended that above listings be accomplished by sections within the unit and at this time each piece of equipment be marked as to disposition, i.e., move or be turned in. After completion an estimate of the weight and cube can be entered and designation of air or surface transportation can be assigned.
10. After completion of above procedures, a movement schedule by sections can be developed to insure that each section is aware of their functions and responsibility as pertains to the movement.
11. Packing and crating of required items can be accomplished and moved to a pre-determined loading point contained in the movement schedule. The unit must arrange locally for packing and crating requirements.

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Outline of Functions prior to move (Continued)

12. Unit to notify Project Headquarters weight, cube, number of pieces, dimension of largest piece and an estimate of the number of C-124 type aircraft required to fulfill airlift requirements. Project Headquarters responsible for arranging airlift.
13. Unit to furnish Headquarters and receiving station movement messages on all aircraft and/or surface movements.
14. It is recommended that one officer and at least three airmen be in place at the new station with sufficient handling equipment to receive and store items arriving by aircraft.

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